



**Subhadra Shakti Mela, 2026
Sambalpur**

**Notice of Tender for selection of
Agency for Tentage & Allied Works**

Date: 21.01.2026



**Government of Odisha
Department of Mission Shakti**

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Section-I

DISCLAIMER

Mission Shakti Department, Govt. of Odisha approved for organizing exhibition at District level for facilitating a sales platform for selling the products produced by the Women Self Help Groups of the State. The exhibition will be a platform of sellers and buyers of SHG products. Several cultural activities shall be organized.

For the above purpose, Government of Odisha, Mission Shakti Department, Sambalpur intends to select appropriate agencies to manage tentage and allied works through tenders. The purpose of this Tender document is to provide interested parties with information that may be useful to them in the formulation of their bid for qualification and selection.

This document includes statements, which reflect various assumptions and assessments arrived at by the district unit in relation to the works. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the district unit of Mission Shakti and its employees or advisors to consider the objectives, financial situation and particular needs of each party who reads or uses this Tender. This document is neither an agreement nor it guarantees any firm/ person/ bidder of issue of any work order.

This Tender is not an agreement and is neither an offer nor invitation by the District Unit of Mission Shakti to the prospective bidders or any other person. Each bidder shall conduct its own investigations & analysis and shall check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this document. The Tender accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. The District Unit of Mission Shakti shall have no liability to any person including any bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account to anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender and any assumptions, assessments, statements or information contained therein or deemed to form part of this Tender or arising in anyway in the selection process. The District Unit of Mission Shakti also accepts no liability of any nature whether resulting from negligence or otherwise, however caused arising from reliance of any bidder upon the statements contained in this Tender. The issue of this Tender does not imply that the District Unit of Mission Shakti is bound to select and shortlist any bid. The District Unit of Mission Shakti reserves the right to reject all or any of the bids without assigning any reasons whatsoever at any stage of the bid.

The Bidder shall bear all its costs associated with or relating to the preparation of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Dept. or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and the Dist. unit of Mission Shakti shall not be liable in any manner whatsoever for the same or for any other cost or other expenses incurred by the bidder in preparation / of the bid, regardless of the conductor outcome of the Bidding Process.

The District Unit of Mission Shakti shall be the sole and final authority with respect to selection of an agency through this Tender.

SECTION: II

NOTICE INVITING TENDER



ଓଡ଼ିଶା ସରକାର
ମିଶନ ଶକ୍ତି ବିଭାଗ
GOVERNMENT OF ODISHA
MISSION SHAKTI DEPARTMENT
SAMBALPUR

e-mail:
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NOTICE INVITING TENDER

- 362 - / Date: 22.01.2026:

The District Mission Shakti Unit, Sambalpur invites sealed tenders from competent firms/ persons/ entities, etc. to carry out tentage and allied work for organization of Subhadra Shakti Mela- 2026 at Sambalpur, PHED Ground, Ainthapalli, Sambalpur from 11th Feb to 17th Feb' 2026. Bidders are requested to go through the tender document carefully before submission.

Tender schedule and important information to the bidders

Sl. No.	Particular	Details
1	Name of the work	Selection of Agency for Tentage & Allied Works for organization Subhadra Shakti Mela- 2026, along with Jilla Stariya Krushi Jantrapati Mela, Krushi Mahostav of Agril. Dept. and Prani & Matsya sampada Mela, 2026 of F&ARD Dept. at Phed Ground, Ainthapalli, Sambalpur from 11 th Feb to 17 th Feb' 2026.
2	Method of selection	Open Tender by Least Cost System (L1)
3	Date of issue of notification	21.01.2026
4	Last date and time for submission of bid	31.01.2026 (Up to 3:00PM) through SPEED Only . No bid shall be collected by any other means.
5	Date, time & place of opening of technical bid and preparation of list of qualified bidders	31.01.2026 at 4.00 PM in the Conference Hall, Zilla Parishad, Sambalpur
6	Date, time and place of presentation on theme and design by the qualified bidders	31.01.2026 at 11.30 AM in the Conference Hall, Zilla Parishad, Sambalpur
7	Date, time and place of opening of Financial Bids of qualified bidders	31.01.2026 at 5.00 PM in the Conference Hall, Zilla Parishad, Sambalpur
8	Bid Processing Fee (Non-Refundable)	₹ 10,000/- + GST-18 % = ₹ 11,800/- in shape of Demand Draft in favour of "Chief Development Officer-cum-EO, Zilla Parishad, Sambalpur" drawn in any scheduled commercial bank payable at Sambalpur
9	Earnest Money Deposit (EMD) (Refundable)	₹ 2,00,000/- (Rupees Two Lakhs) in shape of Demand Draft in favour of "Chief Development Officer-cum-EO, Zilla Parishad, Sambalpur" drawn in any scheduled commercial bank payable at Sambalpur

Sl. No.	Particular	Details
10	Address & mode for delivery of Bid Processing Fees and EMD by Speed Post only	Address: Chief Development Officer-cum-EO, Zilla Parishad, Kacheri Road, Sambalpur, Pin- 768001 Mob No. 9861234829 Mode of delivery: Only through SPEED POST.

The Authority shall not be responsible for any postal delay.

The authority reserves the right to accept/modify/reject all bids/cancel the complete tender or part of it at any stage without assigning any reason thereof.



**Chief Development Officer-cum-EO,
Zilla Parishad, Sambalpur**

SECTION-III

SCOPE OF THE WORK

1. About the Subhadra Shakti Mela, 2026

The scope of the work under this tender shall include the elements mentioned below. However, the quantities mentioned under the elements are tentative, may likely to increase or decrease.

2. **Scope of the work:** The scope of the works includes erection of tents and carrying out allied works, as follows.

Sl. No.	Particulars of the work
(i)	Ground layout
(ii)	Construction of temporary stall for exhibition of SHG products with branding.
(iii)	Construction of 3D Design stage, LED TV and LED Walls Backdrop, Gate (Entry & Exit) and Mela Secretariat
(iv)	Sound & Light for stage, ambience lighting, Pathway Lighting
(v)	Selfie Point, Open Space for F&ARD Demonstration and Coordination Hall for office with VIP Lounge, Green Room, Dustbins, First-Aid, Police, Fire Control Pagodas, Barricading.
(vi)	Construction of stalls for Food court- 20 stalls
(vii)	Set up of Food Court Arena
(viii)	Running fascia with vinyl board mounted on steel frame
(ix)	Branding inside the stalls in 3 walls
(x)	Seating arrangement in front of the stage with Sofas and Plastic chairs, Stage Chairs, Teapots
(xi)	Kid Zones
(xii)	Live Demonstration
(xiii)	Videography and Photography of program events
(xiv)	Ground electrification
(xv)	Installation of temporary toilets
(xvi)	Dining Area for Participants and Kitchen Space
(xvii)	Decoration of walls
(xviii)	Net Carpeting
(xix)	Generator with Fuel
(xx)	Advertisement, Publicity & Documentation, Hoardings, Standby
(xxi)	Security Services
(xxii)	Supply of Fire-Extinguishers
(xxiii)	C.C Camera
(xxiv)	Printing Material
(xxv)	Pantry Services
(xxvi)	Manpower
(xxvii)	Mascot for Publicity for 7 days, Fashion Show on last day

3. Detailed specification of the works:

- 3.1. **Ground layout:** This work includes leveling of the ground for Mela area and parking areas. The bidder needs to inspect the Mela ground and submit layout plan in their bids indicating the map of the different functional areas of the Mela in the bid in shape of presentation.
- 3.2. **Construction of temporary stalls:** Temporary stalls for the following purposes and with the specifications mentioned for each are required to be prepared.

3.2.1. Stalls for exhibition of SHG products: 150 stalls, Krushi Mela: 40 Stalls, Prani & Matsya Sampada stalls: 20 Stalls. Total: 210 Stalls

Sl. No.	Particulars	Specification
a)	Structure	Material: Bamboo/Iron Structure (<i>with Anti Fire Chemical Treatment</i>), Stall size 12 feet x 10 feet- 210 stalls Size of each stall – 12' X 10' with tarpaulin water proof roofing
b)	Flooring	Wooden plank platform of 6" height from the ground covering with new synthetic carpet matting in entire stall area.
c)	Ceiling & Wall	Three sides including partition walls of stall will be covered with ply with design cloth/flex sheet pasting on appropriate design. Backside outer wall will be covered with tarpaulin and <i>G.I. Sheets (22 Gauge Corrugated Sheet)</i> . Height will be minimum 8ft. The GI Sheets shall be fixed horizontally supported with wooden bellies.
d)	Racks	Three tire wooden/Iron racks. The shelf of the racks will be of size 1'.6" X 12' with the first layer fixed at a height of 2'6" & covered with new white cloth. The space of below racks will be used for storage of goods.
e)	Facia	An Iron Frame for Running Facia will be Constructed [12ft. X 4 ft.]. The facia will be covered with black back front-lit good quality of flex [12ft. X 4 ft. mounting]. A running white cloth jhallar of 1' width will be putted in the front side, below to the facia frame. Flex facia will be printed by the agency/firm/ decorator as per the design to be given by the authority.
f)	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair -2 nos.
g)	Electric Fittings	T5 Light – 4 no. (2 number of light should be connected with generator) & on/off switch for use at night time after closing, Ceiling Fan-1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
h)	Numbering of Stall	All stalls should be numbered with vinyl pasted on sun board. Vinyl name plate mentioning state's name/ SHG/PG name should pasted on each stall.
i)	Closures	Front cloth drops/screens. Daily putting up and off of the same is the responsibility of the bidder.
j)	Anti-Fire Chemical Treatment	The materials (like clothes, electrical joint junction points & other inflammable materials), to be used for construction of stalls, should be treated with fire repellent chemical.

3.2.2 Mela Secretariat (with office space Coordination room VIP guest lounge, conference room, toilet and pantry, Live stall space, Open space for F & ARD Demonstration with Barricading)

Sl. No.	Particulars	Specifications
a)	Size	One composite structure with size, 50 feet x 50 feet approx. Built by iron/ bamboo, cloth, ply board etc. There should be theme based mela secretariat on Konark Sun Temple etc. Around 1800 sq space of F & ARD Display with barricading with Feeding & Drinking water Provisions .
b)	Ceiling and wall	Ceiling to be done using new white cloth, properly stretched on wooden baton frames, fitted with ceiling lights and fan

Sl. No.	Particulars	Specifications
c)	Doors and windows	Glass/ PVC/ Ply doors and windows to be fixed to the rooms as in the plan.
d)	Flooring	Ply board to be laid on the floor on a platform raised adequately, covered with new synthetic carpet. Door mat to be placed near each door on the floor.
e)	Bio toilet	1 for gents and 1 for ladies in the Office space
f)	Furniture and fitting	Front office counter table either in wooden batten frame and ply wood/steel tables with attractive shapes – 5 no., 12 no. of revolving cushion chairs, 3 sets of steel sofa set for VVIPs (for 16 persons), 4 no. of center table of low height, , 4 no. of waste bin basket, 20 no. of plastic moulded chairs with arm, one steel almirah/store well with key, one water filter and two steel tables for pantry room & two standard table for computer operation.
g)	Closures	Two Aluminum frame glass fitted door shall be fitted in the main entrance and exit of the Coordination Cell for night closing.
h)	Flower Decoration	Flower Vase with Sufficient Live flower decoration at the entrance and exit and other places, Live flower pots at the four sides of the Coordination Cell with Thermocol lettering and Thermocol panels at the entrance (written in English & Odia).
i)	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

3.3.3 Exhibition Gate:

Sl. No.	Particulars	Category – A (Flex Box gate)	Category – B (3D Design gate)
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.	Artistic 3D structured gates with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.
b	Size	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.	Pillars height will be of 12' to 14' with 16' cleared width between the pillars, length 25' and width of pillar will be 4' all around.
c	Covering	Gate should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.	Gates should be fabricated with ply, batten frame, plaster of Paris with Thermocol sculptures etc. design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light.	Sufficient lighting arrangement with metal light.
e	Flower decoration	Live flower chains will be put in the gates and the same should be changed every alternate day.	Live flower chains will be put in the gates and the same should be changed every alternate day
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

3.3.4 Roadside reverse L shape Structure 20 nos on the both side of the street

Sl. No.	Particulars	Category – A (Flex Box gate)
a	Structure	Bamboo Structure, Wooden Batten framing, box type structure.
b	Size	Pillars height will be of 10' to 12' with 3' to L shape in curved type
c	Covering	Road side box frames should be erected with batten framing, flex/ cotton cloth mounting with design work as per approved design.
d	Lighting	Sufficient lighting arrangement with metal light. Applique hanger should be put on the to side with inside lighting
e	Flower decoration	Live flower chains will be put in the road gates and the same should be changed every alternate day.
f	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of gates, should be treated with fire repellent chemical.

3.3.5 Stage:

Sl. No.	Particulars	Specification						
a)	Structure	Iron fabricated structure 80' x 60' size & height from ground surface 5' with plywood floor of 19 mm thickness ply with following the technical specification and other materials (Ply, Thermocol, Plaster of Paris) may be used to get original 3D Effect.						
b)	Flooring	The entire floor of the stage shall be covered with new synthetic carpet of fine quality.						
c)	Back Drop	Artistic 3D structured stage with curved LED panel for the whole stage and other materials (Ply, Thermocol, Palster of Paris) may be used to get original 3D Effect. Size of background will be 60' x 20' with back side black cloth masking. Live flower chains will be hanged from top to bottom properly (Daily Change of flowers).						
d)	Lettering	Thermos cool lettering of 1.6' height to 0.6' will be prepared with the event name (Written matters will be finalized by the in charge) mentioned and fixed properly at the center of the back drop.						
e)	Side Wings	6 no. of side wings with a size of (9' X 4') made of Vinyl sheets fitted on a wooden framework with artistic 3D design and properly fixed on both sides of the stage.						
f)	Step	Fabricated step will be erected both side of the stage. A minimum 8' width space will be separated by the brass pole & chains for reaching to the stage. The entire step will also be covered with the same unitex carpets.						
g)	Flower Plant pots	Minimum 150 nos. of live flower plant pots with maximum height of 2 ft. (including pot) will be kept covering the 3 side of the stage.						
h)	Barricading	3' height fabricated barricade will be made around the stage for the entry of VIPs.						
i)	Furniture	12 no. of VVIP Chairs with white towels, 4 no. of Center Tables, Table Cloth, 12 no. good quality borosil glasses with covers, Plastic name plates – 12 no. 2 no. of Flower vase with live flower sticks, Turkish towels on the VVIP Chairs, one speech podium, Brass Deepam (2'.6" height) with inaugural materials etc. will be provided on the meeting days.						
j)	Light & Sound	<table border="1"> <thead> <tr> <th colspan="2">Specification for light:</th> </tr> </thead> <tbody> <tr> <td>i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62</td> <td>50 nos.</td> </tr> <tr> <td>ii) Galileo Scanner-1200 wt. (SGM)</td> <td>4 nos.</td> </tr> </tbody> </table>	Specification for light:		i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.	ii) Galileo Scanner-1200 wt. (SGM)	4 nos.
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i) PAR-64-1000 wt. (OSRAM, Sylvania or GE Bulb only) CP-60,61,62	50 nos.							
ii) Galileo Scanner-1200 wt. (SGM)	4 nos.							

Sl. No.	Particulars	Specification
		iii) Multi twenty- 2K
		6 nos.
		iv) Multi ten- 1K
		4 nos.
		v) Jumbo Smoke Machine
		2 nos.
		vi) Jumbo Strobe Light
		2 nos.
		vii) 1 Colour Laser
		2 nos.
		viii) Moving Head (SGM)
		2 nos.
		ix) Led Par
		10 nos.
		x) Halogen 1kw
		10 nos.
		<i>Specification For Sound:</i>
		i) Bass Bin
		2 nos.
		ii) High range top box (pee-vay/JBL, 400wt.)
		4 nos.
		iii) High range frequency box (Pee-vay/JBL)
		4 nos.
		iv) HF box
		4 nos.
		v) Cordless Micro Phone
		6 nos.
		vi) Cord Micro Phone
		6 nos.
		vii) 24 channel Mixture
		1 no.
		viii) High wattage amplifier
		4 nos.
		ix) Effect processor
		1 no.
		x) 3 kw stabilizer
		3 nos.
		xi) DVD Player
		1 no.
		xii) Stereo Deck
		1 no.
		xiii) Meeting Microphone (Anti feedback microphone)
		2 nos.
		xiv) Standing Box Audience capturing
		4 nos.
		xv) Stage Monitor Box
		4 nos.
		xvi) Singer Micro Phone
		2 nos.
k)	Green Room	Two rooms to be created with 10 x 15 feet size, one each for gents and ladies. Superstructure with bamboo, Balla & Tarpaulin cover for two green rooms shall be made on both side/back side of the stage having good arrangements for sitting and with provision of a mirror in each green room with. 20 armless plastic moulded chair to be given @ 10 in each room.
l)	Bio-toilet	2 toilets (one for gents and one for ladies) to be attached to Green Room for Gents and Ladies
m)	Overall Supervision	Cleaning, Sweeping & keeping ready of all equipment on stage before commencing of Cultural events on all the cultural nights is the complete responsibility of the contractor.
n)	Anti Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for construction of stage, should be treated with fire repellent chemical.

3.4 Food stalls:

Sn.	Particulars	Specifications
a)	Structure	(i) Food Stall Bamboo (3 to 6 inch) & cloth (Anti Fire Chemical Treatment) structure, Size of Each Stall – 15' X 15' With Tarpaulin Water Proof Roofing. (ii) Kitchen Shed: Bamboo and balla structure, tin roofing and tin walling of size 15' x 15' each to be erected in the back side of the food stall.

n.	Particulars	Specifications
b)	Flooring	Wooden plank platform of 6" height from the ground covering with synthetic matting in entire stall area.
c)	Ceiling & Wall	Three sides including partition walls of stall will be covered with ply with fixed printed flexr4444. Backside outer wall will be covered with tarpaulin and G.I. Sheets (22 Gauge corrugated sheet). The GI Sheets shall be fixed horizontally supported with wooden bellies. (all new white cotton clothes to be used)
d)	Racks	Three tier racks, if required. The shelf of the racks will be of size 1'.6" X 10' with the first layer fixed at a height of 2'6" & covered with white cloth. The space below racks will be used for storage of goods.
e)	Facia	A wooden batten frame for Running Facia will be erected. The frame will have 2' front projection & 4' height. The facia will be covered with cloth. A running white cloth jhallar of 1' width will be put in the front side, below to the fascia frame.
f)	Furniture	Front counter table in wooden batten and planks / steel table size 8' x 2' X 3' height and wrapped with new white cotton cloth. Plastic moulded Chair – 2 nos.
g)	Electric Fittings	T5 Light – 3 no. (2 number of light should be connected with generator) & an on/off switch for use in night time after closing, Ceiling Fan – 1 no. connected with an on/off switch in each stall. 1 no. of 5 Amp Plug Point, if required.
h)	Closures	Front Cloth Drops/Screens Daily to be done
i)	Water supply	Water line connection to each kitchen shed with sink fixing
j)	Anti-Fire Chemical Treatment	The materials (like clothes & other inflammable materials), to be used for erection of food court- Food Stall along with Kitchen shed, should be treated with fire repellent chemical.

3.5 Dining area near food court:

Sl. No.	Particulars	Work Specifications
a)	Size	300 ft X 75 ft. (i) Kitchen space : Kitchen space for cooking for 1500 participant daily II) Dianning space : Dining space for around 1500 parcipants daily and one separate portion for Guests and official invitees
b)	Flooring	Net carpet over the entire area
c)	Furniture	20 round table with frill and cover, 200 no. of banquet chair with white cover In the VIP / invitee portion Table for minimum 5 counters for participants
d)	Barricading	Decorative metal/ bamboo truss barricading of 3 feet height with entry and exit passage
e)	Dustbin	60 no. of push-swing type dustbins
f)	Closures	Two wooden frame ply fitted door shall be fitted in the main Entrance & Exit of the Dining Hall for night closing.
g)	Anti Fire Chemical Treatment	The materials (like clothes, ply & other inflammable materials), to be used for construction of Coordination Cell-Cum-VIP Lounge, should be treated with fire repellent chemical.

3.6 Seating arrangement in front of the stage:

Sl. No.	Particulars	Specification
a)	Sofa	Front line of the stage to be provided with 6 no. Double sofa with white cover, 4 single sofa with white cover, 4 no. of Tea-poy with white cover

b)	Chair	One Thousand Five Hundred (1500) no. of plastic moulded chairs, 10 no. of steel double sofa with white cover, 5 numbers of tea-poy with white cover
b)	Barricading	Three feet (3') height fabricated barricade will be made in the two sides of audience sitting area.
c)	Matting	Matting in sitting area.

3.7 Live Demonstration Mandap

Live Demonstration Mandap will be erected at the different places inside the exhibition ground. On the Mandap some live demonstration activities will be performed by the artisan. The bidder has to quote his lowest possible price for erection each Mandap (Minimum two) as per the specifications mentioned below.

Sr.	Particulars	Work Specifications
A	Design & Structure	Bamboo & Cloth Structure, four sides open (As design enclosed), 4' height, cloth stretched tightly and fixed with a wooden batten frame on the four-side top of the stall, running jhallar placed at the bottom of the fascia. Design and material shall be used as enclosed design.
B	Size	20 'X 20'
C	Flooring	1 ft. wooden platform with Full floor Durry matting.
D	Ceiling	Tarpaulin water proof roofing and white cloth ceiling properly Stretched & running fascia as same as stall fascia.
E	Barricading	4' height bamboo barricade covered with cloth on all sides of the stall
G	Electric Fittings	Fitting: 8 no. of tube light, 4 no. of camp light fitted with the four corner poles, one ceiling fan with on/off switch arrangement

3.10 Ground electrification: The below mentioned items are taken as a package which shall be supplied by the bidder. The quantities of the items are fixed in the package. The Mela ground should be properly illuminated. The package includes below-mentioned items and concealed wiring to all lights and sound equipment.

Sl. No.	Particulars
a)	Main switch board/ panel board up to 250KW electric load with cabling and wiring
b)	Adequate speakers to be fitted for surrounding sound
c)	100 no. of Halogen lights (500 watt) along with wiring/ fitting poles
d)	300 No. of white Halogen/LED light with wiring/ fitting poles
e)	100 no. of flood lights shall be fitted in and around, backside of stalls for security purpose
f)	200 no. of Globe lights / Garden light with stand (3- feet height) with wiring
g)	500 no. of applique hanging lampshades with wiring and bulbs fitted.
h)	50 Lakh running tuni both for mela and the trees around the mela. Atleast 50 trees should be decorated with litchi light and applique hangers.
i)	Electrification at the accommodation place (30 Fan, 35 tube Light, 20 LED Lights and 10 flood Light at the accommodation site)

3.11 Temporary toilets: 20 no. of temporary urinal-cum-toilet (10 each for men and women) are to be set up with all sanitary fittings adjacent to the Mela ground for the participants and visitors. Water supply and wash basin facilities to be provided. 10 no of temporary toilets and 5 no of wash rooms to be prepared with water and light facility at the accommodation place.

3.12 Dining area for participants: One separate dining area (200 feet x 200 feet) tarpaulin water proof roofing, without AC, with pedestal fans, to be set up with side-walls for serving lunch and dinner to the participants and officials (around 1500 pax). The area to be carpeted with synthetic nets. Adequate lights to be set up. 20 no of Dust bins to be placed for garbage collections.

3.13 Subhadra didi Mascot :

The replica of Subhadra didi mascot of 10 nos in different design will be put inside the mela premises.

3.14 Selfie Point :

One Selfie Point should be prepared in 3 D design by using ply and flex, vinyl as per design to be provided.

3.15 Decorative Walls:

The Mela ground should be covered with a running decorative theme based walls in batten frame (Height: 12 Feet X 1200 Ft Length) in flex sheet. The back side of the stalls should be covered with flex and design align with Subhadra Shakti Mela.

3.16 Net carpeting:

Entire Mela ground to be carpeted by new **Red** net carpets and daily maintenance of the same through sweeping and garbage collection.

3.17 Generator sets with fuel:

Generator sets with fuel to be provided by the agency. Two no. of 125 KVA generator to be supplied, one each for Stage and Mela area. Fuel to be provided by the agency. Power supply to be given to the Mela Secretariat and 2 T5 lights of each stall, selected ground lights and PA systems.

3.18 Advertisement & Publicity and documentation:

3.18.1: Publicity of the event should be made by Branding of Subhadra Shakti through Road Shows (Hoardings of 15' X 10' – 20 nos, Road standee of 3' X 5' – 600 Nos to be fixed in the poles from Budharaja to Ainthapalli, Sambalpur Municipality area, Road & Auto rickshaw & Bus branding – 100 nos. in Sambalpur), Print Media (News coverage/Press release in Newspaper), and Electronic Media (TV Channels & FMs- Advertisement in highest TRP program) & online through social networking site (Like Facebook/ Instagram/ twitter etc.) for public awareness of the Melas. Everyday 5 reels of 15 to 20 seconds to be prepared for posting in different social media. Mic announcement to be done with a decorated Subhadra Shakti branding vehicle before 3 days of commencement of mela till completion of the mela.

3.18.2 8 no of Big size 15' height cutout to be prepared by ply and flex sheet cutting and put in the important places.

3.18.3: **Media Management:** conduct of press conference by inviting minimum 25 accredited journalists attached to reputed news agencies along with arrangements for refreshment & issue of media kits.

3.18.4: **Still Photography:**

- A good full frame DSLR Camera for high resolution photography to be used. The photo shall be of excellent quality, so that it can be used, for documentation purpose.
- The still photographs shall cover all aspects of Inaugural & Validation function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Product Photographs, Cultural programs etc. 2 sets of still photos in matte finishing paper of 6" X 8" size in an album with digital copy in an external hard disk shall be submitted within 10 days of the completion of the event.

3.18.5: Videography:

- The entire event will be video documented in Digital High-Definition Video (HDV) Camera.
- A small documentary film/movie of the mela with minimum 10 minutes duration shall be made. The documentation to cover; like: Inaugural & Valediction function, Gate & Stage, Stalls, Mela Advertising & Publicity Workshops, Interaction with customers/ sellers/ officials, Cultural Programs etc. This shall be done with video editing, applying special effects, music, voice over and necessary sound editing. The duration of the movie may be more depending the days of the mela & decision of the organizer.
- One Video Camera (HDV) with Camera Man for live telecast of stage programme in the mela ground through LCD screens and social media live, YouTube, Facebook, Instagram, etc.
- During final post production and final preview of the documentary, the same shall be made in consultation with Mission Shakti officials.
- The digital copy of all videography of the Mela events shall be submitted within 10 days of the completion of the event in an external hard disk on proper receipt.
- The documentary film of the Mela shall be submitted in office within 10 days of the completion of the event on proper receipt in an external hard disk.

3.18.6: Gas Balloon – 2 no gas balloon of 16' dia with gas and helium light inside to be provided 5 days before to completion of the mela with maintenance.

3.18.7: Kid Zone – Special Kid zone to be made with provision of Mickey Mouse Jhulla, Kids Duli, etc.

3.18.8: Fancy Show – One fancy/Ramp walk to be conducted on the last day of event.

3.18.9: Anchoring – Two professional (One male & One female) anchors to be provided by the bidder for anchoring of the events for 7 days.

3.19 Security Arrangements:

All Security Guards provided by the Agency should be smart, trained and should have requisite skill in the following aspects:

- To put on proper uniform
 - Well behaved & disciplined
 - Able to read, write & speak Oriya. Working knowledge of Hindi & English.
 - Able to keep proper watch & ward
 - Knowledge of fire extinguisher operation
 - Able to ride motor bike
 - Minimum Qualification: Matriculation, +2 will be added advantage
- Each guard should be aware of their duties & responsibilities during the duty hours.

Tentative Requirement of Security Personnel in per event

Security Guard with Lathi – 40 guards per day including 6 women guards (A Shift – 10, B Shift – 15 and C Shift – 15 no.)

Supervisor - 2 Supervisor in each shift.

Security personnel will be deputed at Mela ground and Accommodation places of SUBHADRA SHAKTI MELA-2026 participants on shift basis, as per the requirement and direction of Mela Management Team. The bidder shall provide wireless Walkie Talkies to the security Supervisor as well as Officials deployed in the Mela Ground. The security personnel should be deployed from A shift of 11th Feb to C shift of 17th Feb, 2026.

3.20 C.C Camera:

The bidder shall install 30 nos of C.C camera in different places of the Mela with a Plasma TV along with operator. Proper recording shall be done during the event.

3.21 Printing material:

Details of the Printing works to be done for Subhadra Shakti Mela'2026 are given below:

A) SUBHADRA SHAKTI MELA'2026 Works:

1. Subhadra Shakti Mela Identity Card with Neck Cord (50 nos. for Officials)

- i. Size : 14 CM X 10 CM
- ii. Printing : Offset Printing, One Side
- iii. Colour : **Multi colour**
- iv. Material : Plastic
- v. Accessories : Double Clip Neck Cord

2. Subhadra Shakti Mela Identity Card with Cover and Neck Cord (500 Pcs.)

- i. Size : 14 CM X 10 CM
- ii. Printing : Offset Printing, Both Side
- iii. Colour : **Multi colour**
- iv. Paper : Art Paper Board, 220 GSM
- v. Accessories : Plastic pouch and Clip type Neck Cord

3. Subhadra Shakti Mela Invitation Card with Envelope (300 Pc.)

- i. Size : 42 CM X 29 CM (Triple folded- with creasing)
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 220 GSM Glossy sheet (Imported)
- v. Envelop : Fit to card, multi **color** printing

4. Subhadra Shakti Mela Certificate (200 pcs. For participants)

- i. Size : A4
- ii. Printing : Offset Printing
- iii. Colour : **Multi Colour**
- iv. Paper : 300 GSM Art Paper Board

5. Dummy cheques to be printed for award in 180 x 90 cm (72 x 36 inch).

3.22 Pantry Services:

Providing Mineral Water, Tea, Coffee, Snacks, Tiffin, Lunch, Dinner to the Officials/ Guest/ VIP &

VVIPs at Coordination Cell on the day of inauguration. The billing shall be done on actual basis, duly certified by the Mela-In-Charge in each bill. The waiter boy / girls with proper uniform and hair cap to be provided by the selected agency. On all other days the bidder will provide 3 service boy/girl with uniform and provide tea/coffee to the guests coming to the control room.

3.23 Manpower Services:

- 2 nos of experts for data management (Registration, Stall allocation, day to day Sale report Collection and validation, Grievance Management, Issue of certificate and gate pass etc.) of entire event.
- 2 nos of experts preferably graduate in MBA or pursuing MBA to prepare a Detailed Mela Report with graphical charts design as per the requirement and submit the approved soft copy to the Mela authority.
- Two nos of laptop/Desktop must be provided by the vendor for smooth operation of the documentation activity.

3.24 Miscellaneous items of work

Sl. No.	Items	Qty. required
a)	Bed Set (Bed & Pillow with Cover)	350 pcs.
b)	Durry (15' X 15')	20 pcs.
c)	Printing & Installation of Star Flex Sheet with batten frame	10,000 sq ft
d)	Stage background in black cloth masking	2500 sq ft.
e)	Dustbin- 3 ft height	100 pcs.
f)	Decorative Flower / Plant Pot	100 pcs.
g)	Syntex tank (2000-liter capacity each tank with 3' height stand)	2 pcs.
h)	Soundless pedestal fan	50 cs.
i)	Red carpet (synthetic)	5000
j)	Supply of fire extinguishers (Small & Medium)	20 No's each

SECTION: IV

TECHNICAL BID

1. **Technical qualification criteria:** The technical qualifications required for submission of bids are mentioned below. The bidders need to read the same carefully and submit the documentary proof of fulfilment of the qualifications in the sequence mentioned below.

TECHNICAL BID QUALIFICATION CRITERIA

Sl. No.	Technical qualification criteria	Documentary Evidence
1.1.	Registration: The bidder must be a registered entity with a competent authority for organizing activities relating to Tentage and allied work and must have a valid registration certificate	Certificates of Registration / Incorporation with the competent authority with validity up to the date
1.2.	PAN & GSTIN: The bidder must have PAN and GST (GSTIN) registration	Copy of PAN and GSTIN
1.3.	Experience: (i) The Bidder should have been experience of providing Tentage and allied work Services to State Government/PSU program of similar work organized by Government in last five years as on Dec 1, 2024. (ii) The bidder must have work order of at least one Tentage and allied work, having value not less than ₹ 1 crore. in last five years, or (iii) The bidder must have work order of at least two Tentage and allied works, having value more than 50 lakhs in last five years, or preference should be given for organizing Subhadra Shakti Mela in other Dist.	Work order & Experience Certificate issued by the concerned Government authority -do- -do-
1.4.	Turnover: The agency should have an average annual turnover of ₹ 1 Crore in the years from 2020-21 to 2024-25.	Audited Balance Sheet & Turnover Certificate issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income.
1.5.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	Form of Declaration in the format at Part-II in Annexure-A
1.6.	The Firm / Agency having local office at Sambalpur shall be preferred.	Valid Address Proof of the local office (Electricity Bill / Telephone Bill / Rent Deed etc.)
1.7.	The bidder should submit the copy of Private Securities Regulation Act (PSARA) of any hired agency	Valid license of PSARA

2. Manner of submission of Bid: The bidder shall furnish the bid in four envelopes, i.e., Envelope-1 containing 'Pre-bid documents', Envelope-2, containing 'Technical Bid documents', Envelope-3 containing Financial Bid document and Envelope-4, containing Envelope, 1, 2 and 3.

PROCEDURE TO BE FOLLOWED TO SUBMIT THE BID

Sl. No.	Envelope No.	What to contain	How the envelope is to be labeled
2.1.	Envelope-1	(i) Covering letter in the format at Annexure-A (ii) Information in the format at Annexure-B along with the documents	Envelope-1- Pre-Bid –Selection of Agency for Tentage work for Subhadra Shakti Mela-2026
2.2.	Envelope-2	Information in the format at Annexure-C along with the documents	Envelope-2-Technical Bid – Selection of Agency for Tentage work for Subhadra Shakti Mela-2026
2.3.	Envelope-3	Financial bid document	Envelope-3- Financial Bid for Selection of Agency for Tentage work for Subhadra Shakti Mela-2026
2.4.	Envelope-4	Scaled envelope 1, 2 and 3	All the BIDs for selection of Agency for Tentage work for Subhadra Shakti Mela, 2026

3. General checklist of documents to be submitted by the bidder

Each page of the documents to be signed with the organizational seal of the bidder.

Sl. No.	Particular of the document	Remark
3.1.	Covering letter in the Bidder's letter head requesting to participate in the tender	Envelope No. 1
3.2.	Copy of Certificates of Registration / Incorporation with the competent authority with validity up to the date	
3.3.	Bid-processing fee (non-refundable) for ₹ 11,800/- (inclusive of taxes) in shape of Bank Draft drawn in favour of "CDO-cum-EO, Zilla Parishad, Sambalpur", payable at Sambalpur. Non-submission of Bid Processing Fees shall entail the proposal to be rejected.	
3.4.	EMD for ₹ 2,00,000/- (Rupees Two Lakhs) only, in shape of Bank Draft drawn in favour of "CDO-cum-EO, Zilla Parishad, Sambalpur", payable at Sambalpur Non-submission of EMD amount in the prescribed manner or valid document in support of claim for exemption shall entail the proposal to be rejected.	
3.5.	Copy of PAN	
3.6.	Copy of GSTIN registration	

Sl. No.	Particular of the document	Remark
3.7.	Copy of Electrical License of the contractor hired by the Bidder	
3.8.	Experience certificates (arranged in ascending order, year-wise)	Envelope No.2
3.9.	Audited balance sheet of the firm issued by a statutory auditor/ from Chartered Accountant/ Income tax returns showing proof of income from 2019-20 to 2023-24 (arranged in ascending order, year-wise)	
3.10.	Declaration to the effect that the bidder has not been blacklisted by any Central/ State Government	
3.11.	Local office address of the firm	
3.12.	Particulars of the Human Resources of the bidder's organization	
3.13.	Financial Bid document	Envelope No. 3
3.14.	Envelope 1, 2 and 3	Envelope No. 4

The bidder shall submit the details of its manpower, professionals to handle the Tentage, event specific plans, 3-Dimensional rendering of different functional areas of the Subhadra Shakti Mela. Some of the broad areas of the presentation are as follows:

4. Indicative description of the elements of the presentation to be done by the bidder during technical presentation by qualified bidders:

- 4.1. Visual presentation of the best performance of the bidder in the past.
- 4.2. Manpower deployment plan
- 4.3. Overall lay-out of the Event – particularly optimal utilization of space (without compromising with norms of quality, hygiene & Safety).
- 4.4. Concept design in 3D renderings (for whole and various parts) for Event including stage, detailed seating arrangement, passages, ceiling, lounges, LED set-up, dais set-up, entry/exit, flex / digital prints.
- 4.5. Concept design in 3D for stalls and the Food Court. Concept design in 3D for VVIP lounge, Media Lounge, Meeting Rooms. Concept design for Entry Gate Arch and Façade.
- 4.6. Fire and emergency exit plan and statutory safety compliances
- 4.7. Power backup & environment
- 4.8. Technical specifications & pictures of items (viz. chairs / sofas, carpet, floral décor, entry arch, finish of MDF wall, Sound System (mention make) etc. and type of materials to be used (please supply samples /photos
- 4.9. Overall Branding by Flex / Digital Prints (Interior and exterior) or any other material
- 4.10. Beautification of periphery area outside permanent structures including hanger structures as well as walkways (Graveling)
- 4.11. Any other innovation, quality improvement and aesthetics.

5. Technically qualified bidders shall make a power point presentation of the theme-based design of the event as per the Tender schedule before the Committee. The objective of the presentation is to enable the Committee to evaluate the bidders' ability about their Design and understanding as well as preparedness for the proposed assignment. Clarifications, if any, as required by the Committee shall also be discussed during the presentation.

6. Methodology of Evaluation – Open Tender

6.1. The selection shall be based on open tender with the lowest price.

6.2. The bidders who qualified in the technical bid shall be eligible for financial bids.

6.3. Financial Bid shall only be opened in case of those parties who meet all the Technical specifications/requirements and terms and conditions of by committee.

7. Award of Contract:

The office shall intimate the successful bidder by issuing an offer letter/work order. In case the successful bidder fails, the EMD furnished by the bidder shall be forfeited. The Office may invite the second most successful bidder to execute the project at the prices of the successful bidder.

8. Other Terms & Conditions:

8.1. Bidder shall depute adequate staff for execution & supervision of the work along with the list of professional employees and consultants of the firm having experience in the required area. The supervision work at site shall be done constantly by the qualified staff employed by Bidder.

8.2. The bidder should have experience in liaison with various state government Tenders, i.e., police Tender, health Tender, fire Tender, labour Tender, industry Tender, electricity Tender, etc. for necessary statutory permissions & NOCs to organize the such type of events. (Enclose self-declaration on company letterhead with office seal).

8.3. The Bidder/Agency will be responsible for any occurrence like theft & missing of any articles while deployment of guards by the agency during the mela period.

8.4. In case of any occurrence of theft, the Agency will conduct proper inquiry.

8.5. During inquiry, if it is found that any fault or lapses on the part of security personnel is there for such theft, the Agency shall be responsible to pay the amount of loss towards theft of any article during the mela period from the premises.

8.6. Arrangement of lodging, boarding & logistics of the guards during the mela period shall be the responsibility of the Agency.

8.7. The Agency will be responsible for upkeep and maintenance of the entire work done by them till the closing of the event.

8.8. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician/contractor entitled erect, handle and maintain supply-line and its upkeep.

8.9. The rate offered by the agency shall be excluding of GST & other Taxes.

- 8.10. The Agency shall open its own office in the mela ground with required manpower to coordinate all their activities & to handle any work to be assigned during the event by the authority.
- 8.11. The bidder shall quote their price for all the items without leaving any column / row blank.
- 8.12. The payment shall be made on the basis of the actual work done and Work Assessment Report in the specified format by the Committee. The agency shall not use any additional materials other than the types of materials specified in the work order without the prior permission of the Tender. In case of any additional requirement or modified material, the agency has to take the prior written permission from the competent Authority.
- 8.13. The agency shall be prepared to provide additional materials in case of requirement at the market price for the items not mentioned in the Tender.

10. Disclosure:

- 10.1. Bidders have an obligation to disclose any actual or potential conflict of interest. Failure to do so may lead to disqualification of the bidder or termination of its contract.
- 10.2. Bidders shall disclose if they are or have been the subject of any proceedings (such as blacklisting) or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder, including but not limited to appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors, or of any other similar proceedings.
- 10.3. Bidders shall disclose if they have been convicted of, or are the subject of any proceedings relating to:
 - 10.3.1. Criminal offence or other serious offence punishable under the law of the land, or where, they have been found by any regulator or professional body to have committed professional misconduct;
 - 10.3.2. Corruption including the offer or receipt of an inducement of any kind in relation to obtaining any contract;
 - 10.3.3. Failure to fulfill any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

11. Anti-corruption Measure:

- 11.1. Any effort by Bidder(s) to influence the Dept. in the evaluation and ranking of financial bids, and recommendation for award of contract, will result in the rejection of the bid.
- 11.2. A recommendation for award of Contract shall be rejected if it is determined that the recommended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Dept. shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

12. Legal Jurisdiction:

Legal disputes are subject to the jurisdiction of civil court of Sambalpur only.

13. Governing Law and Penalty Clause:

The schedule given for delivery is to be strictly adhered to in view of the strict time schedule. Any unjustified and unacceptable delay in delivery shall render the bidder liable for liquidated damages, thereafter the Office holds the option for cancellation of the contract for pending activities and complete the same through any other agency. The Office may deduct such amount from any payment or payment become due to bidder for such work executed through any other agency. The payment or deduction of such sums shall not relieve the bidder from his obligations and liabilities under the contract. The rights and obligations of the office and the bidder under this contract will be governed by the prevailing laws of Govt of Odisha. Failure on bidder's part to furnish the deliverables as per the agreed time line will enforce a penalty @ 1% per week subject to maximum of 10% of the total contract value. The amount will be deducted from the subsequent payment.

14. Tender's right to accept any bid and to reject any oral bid(s)

The office reserves the right to accept or reject any bid, and to annul or amend the bidding/ selection/ evaluation process and reject all bids at any time prior to award of contract, without assigning any reason thereof and thereby shall not incur any liability to the bidders. Misrepresentation/improper response by the bidder may lead to the disqualification of the bid. If such disqualification/rejection occurs after the bids have been opened and the successful Bid gets disqualified/rejected, then the Tender reserves the right to consider the next most successful bidder, or take any other measure as may be deemed fit in the sole discretion of the Tender, including annulment of the selection Process.

15. Number of Bids:

Each Bidder shall submit only one (1) bid, in response to this TENDER. Any bidder who submits or participates in more than one bid shall be disqualified. The bidder shall be responsible for all costs associated with the preparation of its bid and its participation in the bidding process.

SECTION-V

FINANCIAL BID

The bidder shall submit financial bid in the following format under the letter head of the bidder

COVERING LETTER (In Bidders Letter Head)

[Location, Date]

To:

The Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sambalpur

Sub: Submission of Financial Bid for Tentages Services of Subhadra Shakti Mela 2026

Sir

I, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Bid No. _____, Dated: _____. Our attached Financial Bid is for the sum of [Insert amount(s) in words and figures*]. This amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the TENDER CALL NOTICE document. Items wise rate as per format given in the TENDER CALL NOTICE documents are given below:

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount [in Rs.]
i)	Construction of stalls	-	Number		210 stalls	
ii)	Food Stall		Number		20 Stalls	
iii)	Super -structure of the Mela Secretariat (50 x 50 feet) with approx. height 15	Single package	Per package		1	
iv)	Gates (Category – B)		Per Gate		2 nos	
v)	Gate (Category – A)				1 no	
vi)	Road Side reverse L side Gates (Category – A)	Single package	Per Package		1 no	
vii)	Stage	Single package	Per package		1 no	
viii)	Sitting arrangement in front of stage	Single package	Per package		1 no	
ix)	Dining Area in front of food stall	Single package	Per Package		1 no	
x)	Live Demonstration Mandap and Live demonstration for F&ARD	Single package	Per Package		1 no	
xi)	Ground Electrification	Single package	Per package		1 no	
xii)	Temporary toilet	-	Per package		1 no	
xiii)	Dinning and Kitchen area for participants	Single package	Per Package		1 no	
xiv)	Subhadra didi mascot		Per Package		1 no	
xv)	Selfie Point		Per Package		1 no.	

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount [in Rs.]
xvi)	Decorative Walls		Per Package		1 no	
xvii)	Net Carpeting	Rate per sq. ft	Per Sq. ft		100000	
xviii)	Generators (125 KVA)	Single package	Per package		1 no.	
xix)	Advertisement, Publicity and Documentation	Single Package	Per Package		1 no	
xx)	Gas balloon	Single Package	Per Package		1 no	
xxi)	Security Arrangement	Single Package	Per Package		1 no	
xxii)	CC Camera	Single Package	Per Package		1 no	
xxiii)	Printing Material	Single Package	Per Package		1 no	
xxiv)	Local Conveyance	Single Package	Per Package		1 no	
xxv)	Pantry Services	Single Package	Per Package		1 no	
xxvi)	Manpower Services	Single Package	Per Package		1 no	
xxvii)	Miscellaneous					
xxviii)	Bed sheet, Pillow with cover	-	Per set		350	
xxix)	Durri (15' X 15')	-	Per Piece		20 pcs.	
xxx)	Printing & installation of Star Flex Sheet with batten frame	-	Per Sq. Ft.		10,000 Sq feet	
xxxi)	Masking in black cloth	-	Per Sq. Ft.		5,000 sqr ft.	
xxxii)	Dustbin- 3 ft height	-	Per Piece		100 pcs	
xxxiii)	Decorative Flower / Plant Pot		Per Piece		100 pcs.	
xxxiv)	Syntex tank (2000-liter capacity each tank with 3' height stand)	-	Per tank		2 pcs.	
xxxv)	Soundless pedestal fan	-	Per Piece		10 pcs.	
xxxvi)	Red Carpet (Synthetic)	-	Rate per sq feet		5000 Sq feet	
xxxvii)	Temperately Light and Fan fittings at the accommodation point, Light-Sound for program event and Ambience Lighting. City Lighting	Single Package	Per Package		1 no	
xxxviii)	Supply of fire extinguisher	Rate per cylinder	Per Cylinder		20 No's	
xxxix)	Anchoring Services	Single Package				
xl)	Fashion/Ramp walk	Single Package				
xli)	Kid Zones	Single				

Sl. No.	Item	Category	Unit	Cost per unit	Required Qty. in units (tentative)	Total Amount [in Rs.]
		Package				
xlii)	Total Amount					
xliii)	GST Amount					
xliv)	Grand Total					

I have carefully read and understood the terms and conditions of the TENDER CALL NOTICE and do hereby undertake to provide the service accordingly. I understand, the rates quoted by me are tentative and subject to increase or decrease, as the case may be.

Yours faithfully,

Authorized Signatory [In full and initials]:

Name and Designation of Signatory with Date and Seal:

Address of the Bidder:

SECTION-VI

MISCELLANEOUS

1. Letter of Intent and Bank Guarantee:

Letter of Intent shall be awarded to the selected agency after finalization of the tender. The agency has to acknowledge receipt of the same and convey his acceptance within 3 days

2. Submission of Performance Security: The selected agency has to submit Performance Security along with acceptance of the Letter of Intent. The Performance Security shall be submitted in shape of Bank Guarantee executed in any nationalized bank, pledged in favour of CDO-cum-EO, Zilla Parishad, Sambalpur. The amount of the Performance Security shall be equal to 5% of the value of the tender. The bank guarantee shall be pledged for a period of one year with effect from date of completion of the project. The PSB will be released after successful completion and settlement of the accounts.

3. Award of work order:

3.1. Work order shall be issued in favour of the selected agency after receipt of its acceptance of the LoI, Performance Security in shale of the Bank Guarantee on the total tender value.

3.2. The quantity of the work mentioned in the tender are tentative. The office reserves the right to enhance or reduce the elements of work mentioned by it earlier, depending upon the actual requirement of work. The Department also reserves the right to issue additional work order if necessary.

4. Terms of payment: Payment to the selected agency shall be released in two instalments as mentioned below. The agency has to achieve the required milestones for each instalment and shall submit the documents mentioned therein, subject to satisfactory performance of the agency.

TERMS OF PAYMENT

Instalment No.	Time	Percentage of the value of the work	Milestone to be achieved
1 st	Issuance of work order	30%	<ol style="list-style-type: none">1. Issue of work order2. Submission of Performance Security in shape of Bank Guarantee3. Submission of approved work plan and schedule of operation4. Insurance coverage or other risk mitigation document
2nd	After completion of the Subhadra Shakti Mela	70%	<ol style="list-style-type: none">1. Completion of the project as per the work order2. Submission of final report and compliances of all legal and regulatory obligations

Instalment No.	Time	Percentage of the value of the work	Milestone to be achieved
			3. Clearances of all dues payable to public authorities, if any 4. Ground vacation and clearance report

5. **Format for submission handing over report:** The agency shall handover the work in required quantities and confirming to the specified qualities to the Department of Mission Shakti. The report shall be submitted in the following format.

HANDING OVER REPORT					
Sl. No.	Element	Work order no. and date	Quantity as in work order	Quantity, as executed	Details of the documentary proof

Date: _____
Place _____

Signature _____
Seal _____

6. **Intellectual property rights:** All intellectual property rights related to any knowledge, ideas, materials, or information shared during the course of this engagement shall be retained by the respective disclosing party. It is mandatory for the proposal to explicitly acknowledge and agree that the intellectual property of all knowledge shared during the engagement will remain the sole property of the originating party, and no unauthorized use, reproduction, or dissemination will be permitted without prior written consent. The agency shall handover all the materials which involve intellectual property and all the matters which need knowledge transfer to the office. The Completion report shall detail the works assigned as per the work order, work actually executed submit the completion report
7. **Declaration regarding clearance of all pending dues to public authorities:** The agency shall submit a declaration that all liabilities to any public authority has been duly paid and nothing is outstanding. In case any such liability is notices the agency shall make necessary compliance, including any penalty or otherwise. Under no circumstance, the office shall be liable for the same.

SECTION-VII

ANNEXURES

Annexure-A

(Letter head of the Bidder's organization)

No. _____

Date: _____

To: The Chief Development Officer-cum-Executive Officer, Zilla Parishad, Sambalpur

Subject: Submission of proposal for participation in the tender for selection of Agency for tentage for Subhadra Shakti Mela, 2026

Reference: Zilla Parishad Tender No. _____ dated _____.

Madam,

PART-I: Willingness to participate in the Tender

In reference to the above, I/ we, express my/ our willingness to participate in the Tender mentioned under reference. I/ we will abide by all the terms and conditions and hereby submit the tender Paper in the manner prescribed.

PART-II: Declaration

I/ we further declare that I/ we have not been blacklisted by any Central/ State Government for organizing any work of Tentage services or otherwise.

Regards.

Signature

Name:

Designation:

Seal of the organization

Annexure-B

**FORMAT FOR SUBMISSION OF PRE-BID INFORMATION
ALONG WITH SUPPORTING DOCUMENTS BY THE
BIDDER**

Bidder has to furnish information with supporting documents in the following format for pre-bid qualification in Envelope-1.

Sl. No.	Description	Full Details
1.1.	Name of the Bidder	
1.2.	Address for communication: Tel: Fax: Email id:	
1.3.	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. Email id:	
1.4.	Registration/ Incorporation Details Registration No: Date & Year.:	
1.5.	Contact details of the local office in Odisha (Address, Mail Id & Telephone Number)	
1.6.	Bid Processing Fee Details Amount: DD No: Date: Name of the Bank:	
1.7.	EMD Details Amount: DD No.: Date: Name of the Bank:	
1.8.	PAN Number	
1.9.	Goods and Services Tax Identification Number (GSTIN)	
1.10.	Willing to carry out assignments as per the scope of work of the TENDER	YES
1.11.	Willing to accept all the terms and conditions as specified in the TENDER	YES

Authorized Signatory [In full and initials]: Name and Designation with Date and Seal: _____

Annexure-C

The bidder shall submit information along with documents in the following format for evaluation of Technical Bid after qualifying in the Pre-Bid. Technical Bid:

FORMAT FOR SUBMISSION OF TECHNICAL-BID INFORMATION ALONG WITH SUPPORTING DOCUMENTS BY THE BIDDER

Part-I: Turn-over of the bidder in the previous financial years

Figures in ₹ lakh

Details	FINANCIAL YEAR					Average turn-over
	2020-21	2021-22	2022-23	2023-24	2024-25	
Turnover from Tentage services						

Supporting Documents:

1. Audited and certified financial statements under the signature of a CA, for the above-mentioned period for each financial year to be submitted
2. The statement should be signed by the bidder on each page.

Signature and Seal of the Chartered Accountant with Date in original:

Signature of the Authorized Signatory of the bidder [With Date and Seal]: _____

[NB: No Scanned Signature will be entertained]

Part-II: Information on past experience of the Bidder in Tentage works

Sl. No.	Year	Name of the assignment	Name of the Dept/ Govt organization	Contract value	Period (mention dated) and duration (mention no. of days)	Date of award of work	Date of completion of the work	Remark (if any)

(More rows may be added if required)

Signature of the Authorized Signatory [With Date and Seal]: _____

**Part-III: Information regarding any conflicting activities and declaration thereof
DECLARATION**

1. I, hereby declare that our agency as Individual is not indulged in any such activities which can be termed as the conflicting activities as mentioned in the tender document.
2. I, also acknowledge that in case of misrepresentation of any of the information, our bid / contract shall be rejected/ terminated by the Dept. which shall be binding and abided fully.

Signature of the Authorized Signatory [With Date and Seal]: _____

Annexure-D

FURNITURE AND FITTING OF THE MELA SECRETARIAT

Sl. No.	Room	Guest lounge	Conference Hall	Office/ Control Room with store	Counters	Pantry	Toilet
1	Sofa	Seating for 7	-	-	-	-	-
2	Executive Chair	10	6	5	-	-	-
3	Table		6 x 3 feet - 2 tables wrapped in white cloth)	One big table	2 x 6 feet- 2 nos.	2x6 feet- 1 (one)	
4	Fiber moulded arm chair			20	10		
5	Banquet chair with off-white cover		20				
6	Tea-poy	4					2 (one each in each toilet)
7	Exhaustable fan						
8	Computer table			2			
9	Cup-board			1- Godrej Almirah			
10	Decorative racks	1					
12	CCTV screen		32-inch 1 TV				
13	Stand fan (soundless, pedestal)	1	2	1	0	-	
14	Ceiling fan		2	2	2	1	
15	Tube light/ LED light	4	6	4	3	2	
16	Tower AC (4-ton capacity)	2	2	1			
17	Refrigerator					Min 300 Liter- 1	
20	Dust bin with cover and garbage bag	2	2	2	2	2	
21	Wash basin with running water						Two Indian toilet and two western commodes with running water facility.
22	Sanitary fitting						
23	Decorative lights	1 roof hanging decorative light					
26	Electric fitting	6 no. of 5 AMP plug, 2 no. of 15 Amp plug					
27	Sound system			1 audio/ DVD/CD player and one micro-phone with amplifier for public announcement			